



HHRC 23/10/18

# Chair

<b>NAME OF CLUB:</b>	Hungerford Hares
<b>ROLE:</b>	Chairperson
<b>RESPONSIBLE TO:</b>	Club Committee
<b>NAME OF VOLUNTEER:</b>	Mandy Waldon
<b>START DATE:</b> 23/10/18	<b>END DATE:</b> 23/10/19

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## Typical Responsibilities:

- Support the efficient running of the club
- Chairing regular committee meetings and the Annual General Meetings (AGM)
- Helping others to understand their roles and responsibilities
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Communicating with various members within the club
- Being actively involved in creating and following a Club Development Plan
- Representing the club at local and regional events
- Ensuring an understanding of the legal responsibilities of the club to which the club complies
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position